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TOWN CLERK, ACTON

Acton Recreation Commission
Meeting Minutes
Room 121
Acton Town Hall
December 14, 2010

Call to Order

Ms. Karen Jarsky, Co-Chair, called meeting to order at 7:00PM. The following attendees were present: Ms. Cathy Fochtman, Recreation Director, Ms. Karen Jarsky, Co-Chair, Ms. Kim Bodnar, Co-Chair, Ms. Betsy Mercier, Commission Member, Ms. Bridget McKeever-Matz, Commission Member, Mr. Bill Froberg, Citizen, Ms. Cheryl Getsick, Secretary.

Consent Agenda

Motion to accept November 2, 2010 minutes as amended, passed 4-0; motion to accept November 18, 2010 minutes as amended passed 4-0.

Conservation Preservation Committee (CPC)

Ms. Betsy Mercier reported her attendance at the past few meetings. *Discussion of the picnic pavilion, commencing activities within NARA Picnic Pavilion, the Elm Street playground emerged and the importance of a three year time limit was discussed.* Ms. Fochtman noted speaking to the Town Planner, Mr. Roland Bartl about the various activities which have been carried out to advance the projects for the Elm Street Playground and NARA Picnic Pavilion (handouts). Mr. Tom Tidman and Ms. Fochtman made a decision to put forward \$25K to hire an architect to create an original design as Recreation was not successful in obtaining bids for a modular design. A set of final blueprints will be made shortly. The pavilion project received \$170K. Ms. Fochtman is looking into obtaining an extension on the three year time line. Ms. Fochtman noted most of the approved and completed projects have benefited the local school district.

Action Item

Ms. Karen Jarsky motioned to appoint Ms. Betsy Mercier as the CPC Liaison. Motion passed by Commissioners 4-0.

Playground Update

Ms. Fochtman provided handouts of a very preliminary draft design for the Goward playground. This playground would specifically be designed as a toddler playground and did not include a platform structure. Ms. Jarsky mentioned the retaining wall could be used as an area for parents to sit. The materials proposed to be used for this playground are similar to the existing structure except there are bolt covers along with more plastic used within these structures. The designer of this draft suggested a fenced in secured area for the youngest children to keep the older kids from running through the area. Gametime is currently working on a proposed design as well.

Action Item

Ms. Fochtman is going to obtain an engineers site survey for this playground. After the new year she will meet with Ms. Jana Catalano to review the information gathered.

Open Space and Recreation Plan update/modifications (OSRP)

The process of updating this document has begun. Ms. Fochtman will review the updates for edits prior to submitting. Ms. Kim Bodnar will create charts to be included while identifying cross references to other document sections. Mr. Bill Froberg informed the Commissioners the OSRP Committee has created a shell of the document based primarily on the previous format with minor changes contained in the outline/structure of the document. All updates of the document will be provided directly to Mr. Andy Magee. Inventory status of all recreation locations for the document is needed. The motivation of the document is to respond to and move forward on the goals set forward as a result of the town wide survey. Mr. Froberg spoke of the goals and the need to improve recreational opportunities. The goals were then broken down into objectives which spoke to the need for more fields and improved handicap accessibility. The five year plan was a list of recommendations which were specific to the appendix of the OSRP document. The five year plan included the fields and what improvements were needed for the fields. Ms. Fochtman commented the five year plan did not contain an inclusive vision for all the recreational areas in town.

An inventory is needed as to where Recreation stood, where we are now and where we hope to be in five years. Mr. Froberg will review the minutes from the November 2nd and 18th meetings. Mr. Froberg's concern with the bike trails updates remains. Ms. Fochtman stated the Planning Department would address those updates. The school playgrounds and school property are related to Acton-Boxborough Community Education. The NARA pond is the major body of water under Recreation however if Morrison Farm develops, then Ice House Pond could potentially develop as well.

Action Item

Ms. Fochtman will speak to Ms. MaryAnn Ashton about input from the school into this OSRP document. A detailed inventory of what the school may have would be desirable to obtain; as last time they were not interested in providing this information. Intermunicipal agreements made CPA projects such as the lighting at the high school field and basketball courts available to townspeople for use of the facilities after school. Intermunicipal agreements made new recreational opportunities in the eyes of the CPC.

Reports

Elm Street: Ms. Fochtman distributed an activity report for the Elm Street Playground CPC Project.

Morrison Farm: A "Blue Ribbon Committee" was formed by the BOS to develop projects for CPA funds, trail development for example.

CPC: Ms. Betsy Mercier was appointed the liaison for Recreation to CPC.

School Street: There were signs posted for dog control at four different locations at the soccer fields, Concord Road and Great Hill Conservation. The Great Hill sign is located between the two walkways leading into the soccer fields. The Town Dog Officer, Mr. Tac Palmer requested the Town of Acton dog bylaws be posted.

Picnic Pavilion: An active report to the Planning Department has been submitted

Software: Recreation is awaiting a response from PEAK on outstanding questions

New Business/Discussion

The Recreation Department is writing its annual Town report which contains statistics as to how many campers and beach goers were in attendance; field damage to NARA; water level, for example.

*All supporting and referenced documentation relating to these minutes are available on the Docushare website;
<https://doc.acton-ma.gov/dsweb/View/Collection-1985>*



All Dogs Must Be Leashed or Under Effective Voice Control By Law at All Times

Town of Acton Bylaws Relating to Animal Control

E22. No person shall own or keep a dog, six months or older, within the Town unless a license for such dog is obtained from the Town Clerk. The license period is the time frame between January 1st and the following December 31st, inclusive. The fee for such a license will be determined by the Board of Selectmen in a public meeting.

E23. Any person who is the owner or keeper of a dog in the Town of Acton and who fails to license said dog within the time required by Chapter 140, Section 137 and 137A of the General Laws shall be subject to a penalty of twenty-five dollars (\$25.00) to be collected as provided by law.

E24. No person owning or keeping any animal in the Town of Acton shall permit the animal to go at large to the injury or nuisance of others. In addition, a dog should not go outside the boundaries of the property of its owner or keeper unless under the complete and effective control of said owner or keeper by means of a leash or otherwise.

E25. Owners or keepers of animals in violation of the foregoing section shall be subject to fines which shall be determined by the Board of Selectmen.

Posted by Town of Acton Recreation Department 978-929-6640

Catherine Fochtman

From: Catherine Fochtman
Sent: Monday, December 13, 2010 1:55 PM
To: Frank Widmayer; Manager Department
Cc: Catherine Fochtman; Tom Tidman
Subject: Dog Control Sign
Attachments: Dog Policy Sign.pdf; Arbo Entry.jpg

FYI

From: Shawn O'Malley
Sent: Monday, December 13, 2010 12:04 PM
To: Catherine Fochtman; Tom Tidman
Cc: Jenny Andersen
Subject: RE: Dog Control Sign

Hi Cathy,

All signs were placed today in the locations you requested, even the one at Great Hill.

Shawn

From: Catherine Fochtman
Sent: Monday, December 06, 2010 8:50 PM
To: Tom Tidman; Shawn O'Malley
Cc: Jenny Andersen; Catherine Fochtman
Subject: Dog Control Sign

Shawn & Tom,

In response to complaints about dog issues at soccer fields, particularly Great Hill soccer area, and at the recommendation of the Recreation Commission, I had four signs created that are ready to post at four areas – Concord Rd. soccer field, Great Hill large soccer field, School Street soccer field and the Acton Arboretum (see attached sign). We will not post one at NARA Park because signs are already in place with the more restrictive policy "Dogs must be leashed at all times".

Shawn, would you please post these signs at these locations when time allows? I have photos below of the area that I would like each sign to be posted. The signs are available in a box in the Recreation Office.

Thanks,
Cathy

1. Acton Arboretum - Tom, would you indicate where you would like this posted? See attached photo. My thought is to post it on the left side of the trail as you approach the gate, facing the kiosk. That way, it isn't spoiling the view into the Arboretum as you drive in, but it is obvious to those walking by the kiosk and then making a right towards the gate.

2. Great Hill Entrance, next to the blue "Clean Up After Your Pet" Sign



3. Concord Rd., behind center guard rail on the right side (just to left of garbage pails)



4. School Street, on original 4-acre section, next to left-most post (left of blue sign),





I. NARA Picnic Pavilion

Dates	Activity
4/2008	NARA Picnic Pavilion CPA Grant Awarded.
6/2008	Formation of Picnic Pavilion Committee – Tom Tidman, Cathy Fochtman, Maura Haberman, Dean Charter.
6/2008-10/2008	Consultation with David Rodgers, Edwards Angell Palmer & Dodge LLP, regarding the creation of an RFP for the construction of a modular Picnic Pavilion.
10/22/2008	RFP Bids Due for Modular Building of Pavilion and Amphitheater Dressing Room/Storage Shed. No bids were received.
11/2008	Seidman vs. City of Newton Decision – At Town Counsel's advisement, the Town Manager put a hold on Picnic Pavilion activities.
8/2009	Natural Resources sought approval from Town Manager and Town Counsel to proceed with hiring of Architect to create a design for Picnic Pavilion, funded by Recreation Department for up to \$25,000.
11/20/2009	RFQ Bid Packages for Architects to Design Picnic Pavilion Due; Eleven received.
12/2009	Picnic Pavilion committee interviews four finalists and recommends Kang Associates.
2/2010 - Present	Town Manager hires Kang Associates. Picnic Pavilion committee meets monthly with Kaffee Kang to develop conceptual design. Kaffee Kang is preparing blueprints for final design specifications. Kang is under contract to participate in bid process for construction of this design once CPA funding for the Picnic Pavilion is released.

J. Elm Street Playground

Dates	Activity
10/30/2007	Recreation Commission compiles online survey to assess resident opinions on playground needs to Indian Village (Elm Street Area) residents and Acton Family Network (AFN) members. This survey is submitted with Recreation Department's application for Elm Street Playground CPA funding.
3/2008	Recreation contacted playground vendor Gametime regarding their "Fighting Obesity Through Play" grant initiative and requests information after receiving grant brochures from the Health Department and Town Manager.
4/2008	Elm Street Playground CPA Grant for \$75,000 awarded.
6/2008-10/2008	Consultation with Travis Ames of Gametime to specify the design of a 65' x 65' Toddler playground.
10/17/2008	Recreation Department & Commission mails Elm Street Playground donation solicitations to Indian Village residents. Recreation Department collects ~\$300 in gifts toward the purchase of the playground. Acton Family Network (AFN) was due to launch fundraising effort.
10/24/2008	Seidman vs. City of Newton Decision – At Town Counsel's advisement, the Town Manager put a hold on Elm Street Playground activities.
11/6/2008	Quote from Gametime of \$40,520.14 with November 14, 2008 deadline for ordering equipment with "Fighting Obesity Through Play" grant discount received by Recreation Department. Town Manager and Town Counsel affirm that Elm Street CPA grant expenditures remain on hold.